



TOWN OF CONCORD
HISTORIC DISTRICTS COMMISSION
141 Keyes Road, Concord, MA 01742
Tel: (978) 318-3299 Fax: (978) 318-3291
Web Site: www.concordma.gov

Town Use Only

Date received:

Attest:

Secretary

Application for a Certificate of Appropriateness

Application Fee \$25.00

Date: _____

Pursuant to Section 7 of Chapter 345 of the Acts of Massachusetts, 1960, application is hereby made for issuance of a Certificate of Appropriateness for all items checked and described below:

☐ **New construction** ☐ **Demolition** ☐ **Painting** ☐ **Re-roofing**
☐ **Addition** ☐ **Removal** ☐ **Alteration** ☐ **Re-siding**
☐ **Sign** (Note: Signs must also comply with Concord Sign Bylaw.)
☐ **Other, specify:** _____

Location: _____
(Street address) (Map #) (Parcel #)

Year built: _____ **Proposed Start and Completion Dates:** _____

Description of work proposed:

(Add additional pages if needed.)

I, the Applicant, certify that I have read the Application Documents and have consulted the Historic Districts Commission Design Guidelines and will conform to all applicable provisions and conditions.

Applicant: _____ **Telephone:** _____

Address: _____ **Email:** _____

Signature of Applicant: _____

Property Owner: _____ **Telephone:** _____

Address: _____ **Email:** _____

Signature of Property Owner: _____

Architect: _____ **Telephone:** _____

Contractor: _____ **Telephone:** _____

Materials for Historic Districts Commission Hearings

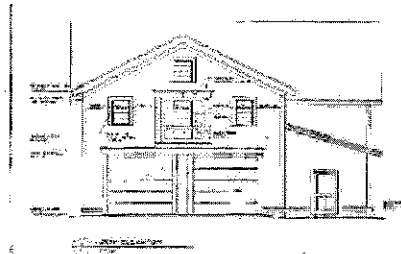
For a hearing scheduled on _____, all the supporting documents and materials must be submitted no later than _____.

The HDC and staff reserve the right to postpone hearings if materials are not delivered nine days prior to the hearing.

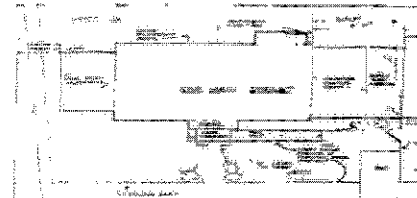
Two (2) copies of the following are required, nine days before the hearing:



Drawings of exterior elevations, drawn to scale, showing all exterior features accurately and completely, of existing and proposed conditions.



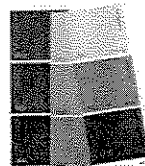
Site plan, showing trees to be removed, if any. Include a north arrow.



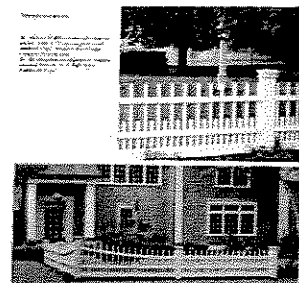
Photographs of existing conditions as seen from the public way.



List of exterior materials and colors. (Fill out "New Construction Checklist.") Include a sample of colors painted on a surface at least 8"x10".



Manufacturer's brochures with illustrations and specifications for new material.



HISTORIC DISTRICTS COMMISSION NEW CONSTRUCTION CHECKLIST

OWNER NAME:	DATE:
ADDRESS:	PROJECT:

Siting	Description	Approved	Disapproved
Size			
Height			
Massing(Relationship to Lot Size)			
Volume calculation of existing and proposed construction (include outbuildings).			
Grading Drainage			
Relationship to Surroundings & Neighborhood			

Architecture

Siding/Trim Shutters			
Windows/ True Divided Lite			
Doors/Storm Hardware			
Chimneys Masonry			
Porches/Entries Landings			
Exterior Lighting Fixtures Wattage			
Roof: Type:Color			
Gutters/ Downspouts			
Paint-Sample			
Foundation Material/Exposure			

Site Work

Structures (Includes lighting)			
Driveway/Walks			
Curbing			
Fences/Walls Materials			
Landscaping (Mark trees to be removed; show size & species. Describe grading plans.)			

Signs in the Historic Districts

Two (2) copies of the following materials for sign applications must be on file nine (9) days before the hearing date, or the hearing is likely to be continued to the following meeting, two weeks later, for lack of information.

- Scaled drawings for proposed signs 1/2" = 1 foot minimum, including thickness of sign, edge detail, specifications for materials, colors, and typeface to be used
- Actual samples of sign materials with actual samples of paint and finishes proposed (Pantone sample acceptable)
- Photographs or elevation drawing of building showing exact locations of proposed sign
- Details and specifications for proposed brackets/hangers, colors, installation methods, light fixtures, etc.
- Lighting plan, if any

COMMUNITY NEWSPAPER COMPANY

The Concord Journal

Legal Notice Department

Phone: 781-433-7902

Fax: 781-433-1702 or 781-453-6650

Email: legals@cnc.com

DATE: _____

I am submitting an Application to the:

☐ Zoning Board of Appeals

☐ Historic Districts Commission

☐ Planning Board

for a proposal at the following address: _____.

This Application requires a notice of a public hearing. Legal notices are currently submitted to the Concord Journal for publication.

This legal notice will be submitted to the Concord Journal for publication on following date(s): _____.

I hereby acknowledge **responsibility for payment** of the required legal notice to the Concord Journal.

Signature

Printed name

Address

City/State/Zip

Telephone Number

Note: A delay in the publication of the legal notice may cause a delay in the opening of the public hearing.

Preparing for Historic Districts Commission Hearings

The HDC is a volunteer board of Concord residents appointed by the Board of Selectmen to implement the Concord Historic Districts Act. (The HDC recommends that applicants read the Act, copies of which are available in the HDC office.) The HDC members' expertise may include architecture, design, law, and the experience of having lived in a historic home or a historic district.

The HDC is allowed to rule only on whether an exterior change is appropriate for a historic district. **The Act does not allow the HDC to consider factors such as privacy, safety, or convenience in its hearings and decisions; to do otherwise violates the HDC's authority as set forth in the Act.** Rather, the HDC must consider architectural significance, historical significance, general design, material, size, massing, shape in relation to its site, its surroundings, and to existing buildings and their arrangement, and how the changes affect landscaping. Decisions are made on a case-by-case basis, e.g. a structure that was approved by the 1973 or 1984 HDC may not be approved by today's HDC.

The HDC is directed by Section 9 of the Act to consider the following in hearings:

- ◇ The historical and literary value and significance of the site or building.
- ◇ The design, arrangement, texture, material and color of the features involved, and the relation of these factors to similar factors in the immediate surroundings.
- ◇ The size and shape of the building or structure in relation to the land on which the building is sited, the landscaping and plantings proposed, and neighboring sites or buildings in the district.
- ◇ The applicable zoning and other by-laws of the Town.

The applicant should consider the following in preparing for a hearing:

- ◇ How does the proposed design harmonize with other structures in the district?
- ◇ Does the proposed structure, fence, or sign reflect what was available and typically found in and around the areas of Concord's historic districts during the 18th and 19th century?
- ◇ For a historic building, are original materials and designs to be preserved?
- ◇ For additions, is the original building still the dominant design element and dominant mass of the structure as a whole?
- ◇ Will the proposed alterations make future restoration to a more appropriate style more difficult?
- ◇ How prominent is the structure in the streetscape or the historic district?